

RFP 14-09  
Amendment 1

Washington State Secretary of State's Office  
Corporations and Charities Division System Design and Architecture – RFP 14-09  
<Q&A from previous posting as Work Request 14-08>

Q1: Can you please elaborate on OSOS's definition of System process diagrams?

A1: System process diagrams required for this work request are future-state data flow diagrams with specification of system elements/hardware. This would include integration of external systems i.e., (OSOS Revenue, BLS and CFD), the interaction between system components i.e., (UI to Web Service to Database), diagramming automated or semi-automated processes like Administrative Dissolutions, or integrating paper document scanning.

Q2: Can we recommend some alternative or adjusted deliverables according to our own methodology? Or is this deliverable list fixed?

A2: Yes. Section 1.2 lists the requirements of the work request. Vendors are welcome to recommend deliverables that they believe most effectively meet the outlined requirements (1-8). Please explain how each of your recommended deliverables will accommodate the listed requirement(s).

Q3: What is the expectation of how much pseudo code will be required? Is it just for critical components or complex components? Or is it for each feature\component? This may have cost implications depending on the extent of the pseudo code required.

A3: For all vendor prescribed processes, required pseudo code should be provided. From the provided pseudo code, real code will be written during the Development phase of the project.

Q4: How much support will we receive from the OSOS IT support teams to understand hardware and licensing constraints and\or needs?

A5: It is expected that the vendor's recommended architecture will define hardware and licensing required. OSOS will make available IT staff to assist in identifying existing hardware and licensing. One of the early outcomes of this work request (by August 7, 2014) will be specifications for licensing and hardware purchases, which will be procured at that time in order to make preparations for our to-be-hired QA/IV&V vendor.

Q5: Are there any specific interim milestones required to be met within the contract timeframe for planning purposes?

A5: The only milestone mandated at this time is the August 7, 2014 deadline for specification of hardware and licensing. It is expected that vendors will propose project timelines with dates associated to their recommended deliverables. OSOS will work with the selected vendor to finalize an agreed upon timeline.

Q6: Can we assume that Security, Authentication, Disaster Recovery and performance planning are all included in scope for system design?

A6: Yes.

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Q7: How many systems are you planning to integrate? Two are cited in the request are there more?

A7: It is expected that integrations will be made to OSOS internal revenue system, DOR-BLS, possibly SAW (Secure Access Washington) for authentication and a data export to the OSOS CFD (Combined Fund Drive) application. Additional possible integrations include a 3<sup>rd</sup> party credit card service and a COTS Customer Relationship Management (CRM) solution.

Q8: Do you have a preferred format to receive documentation?

A9: Electronic. We primarily use Visio, Excel, Word and PowerPoint for project deliverables, but are open to other formats at the recommendation of our selected vendor.

Q9: Can we assume that we will need to normalize the data?

A9: Yes. We expect the data structure to be normalized to a more effective relational model during this work request.

Q10: How many programming languages are currently employed?

A10: Three: VB6, C#, VB.net.

Q11: Is data migration planning in scope for this phase?

A11: No. Data migration will be completed during a later phase of the project.